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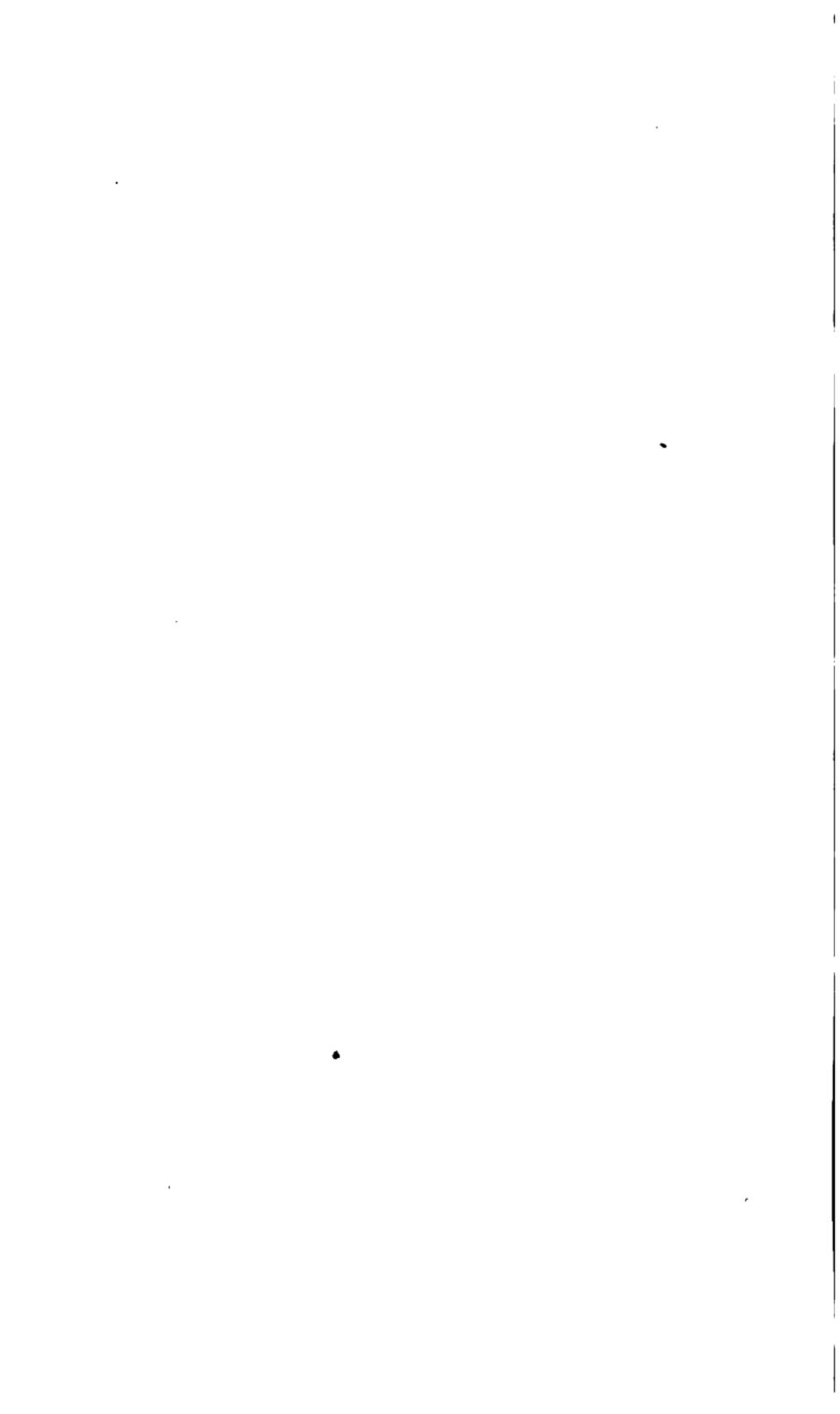


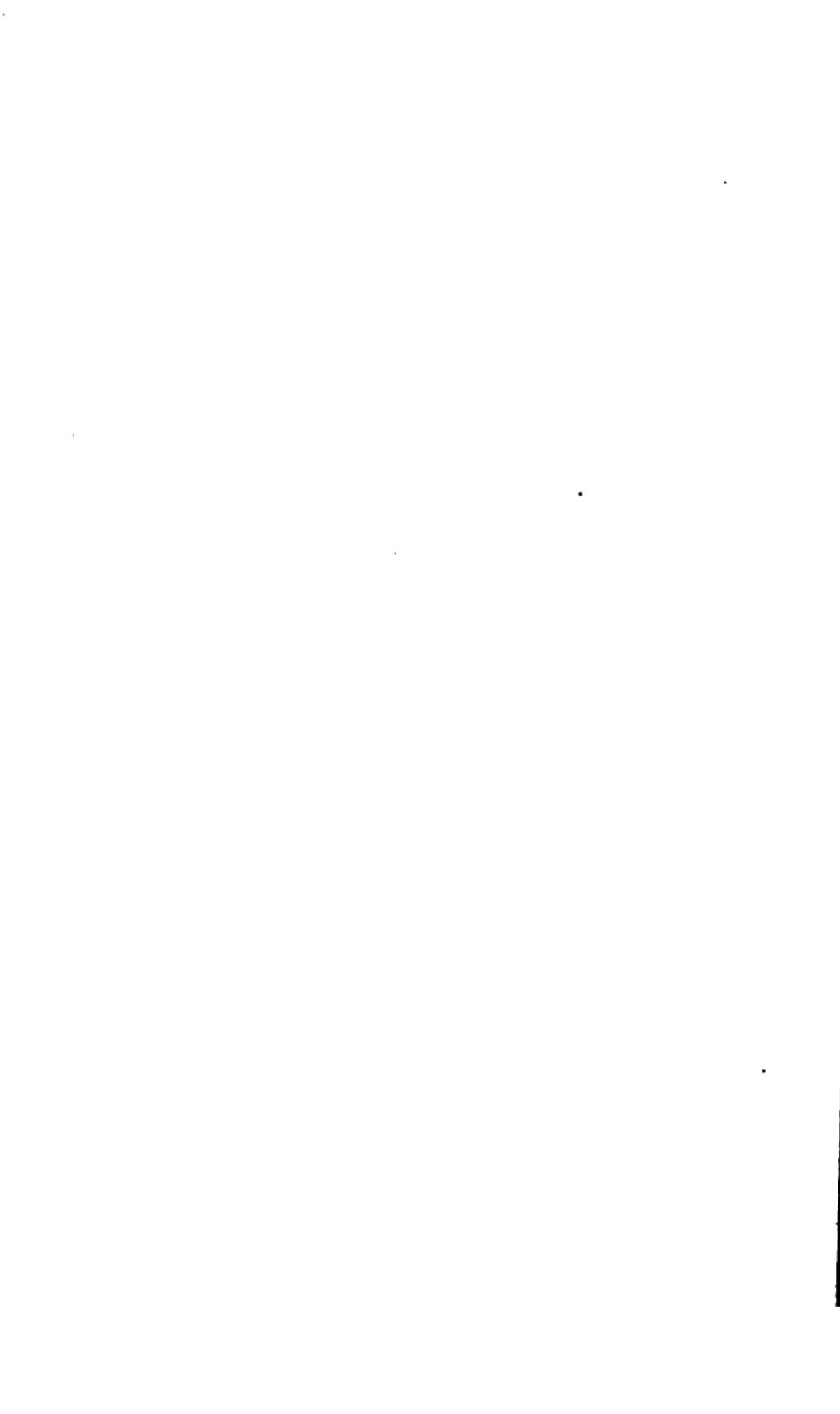


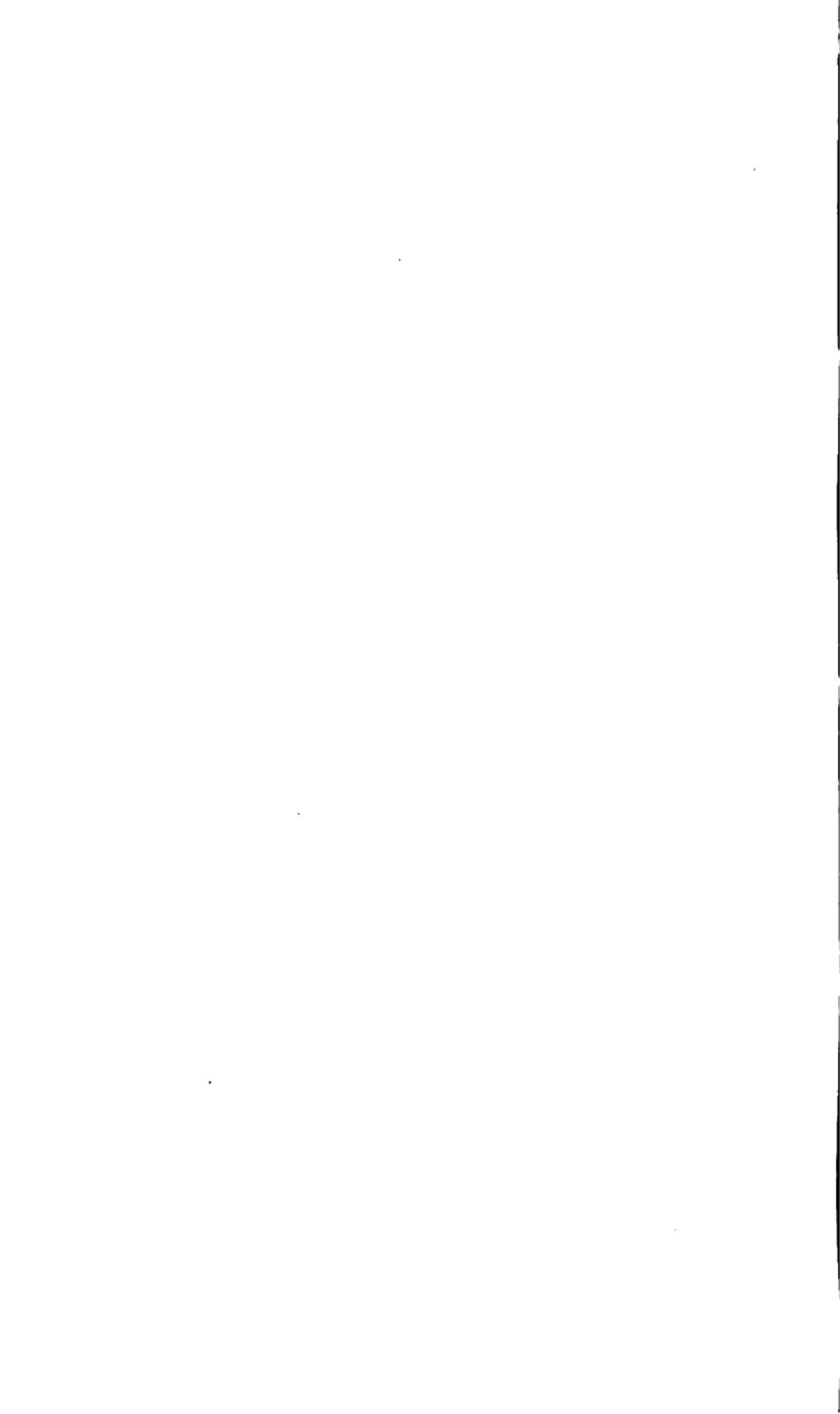


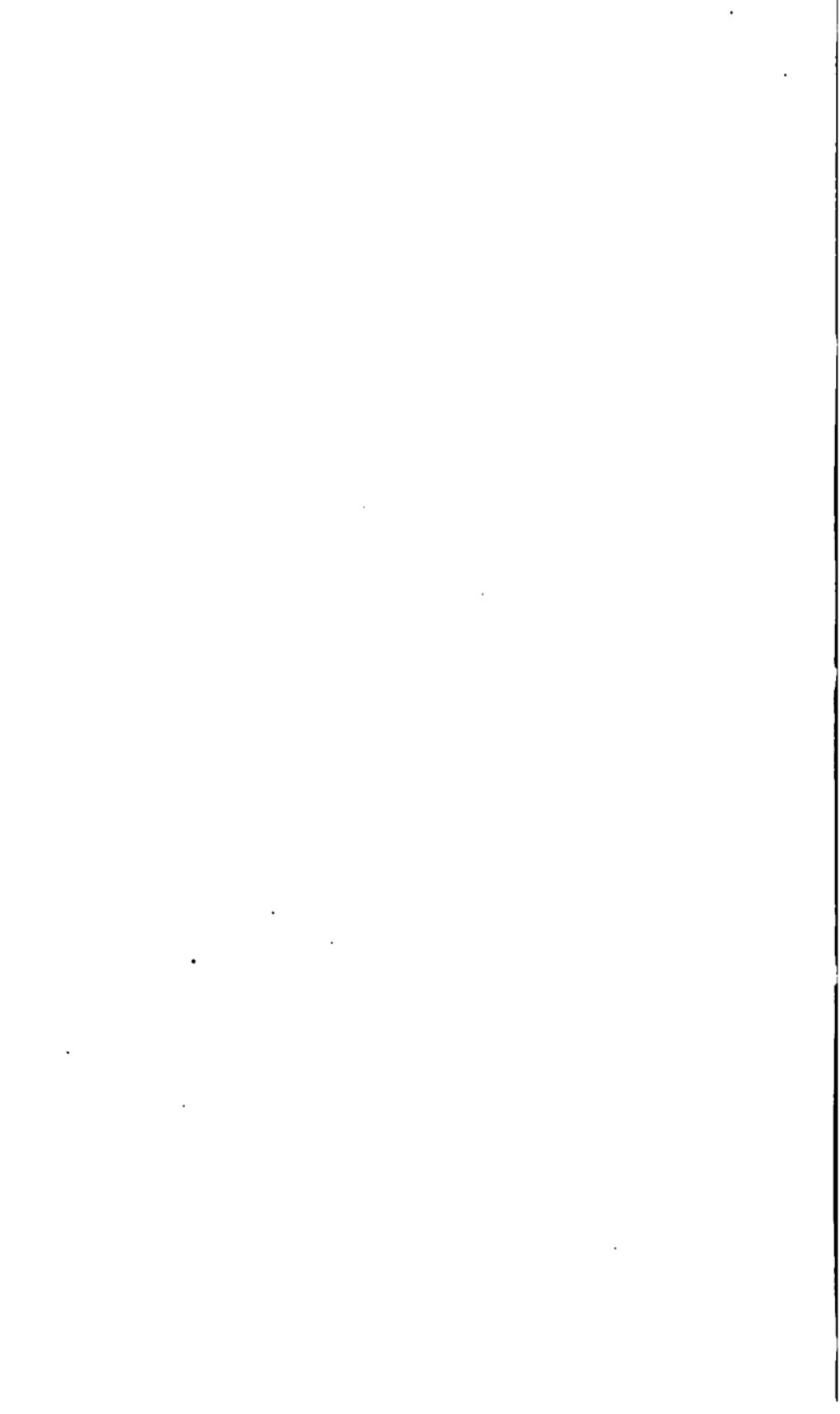








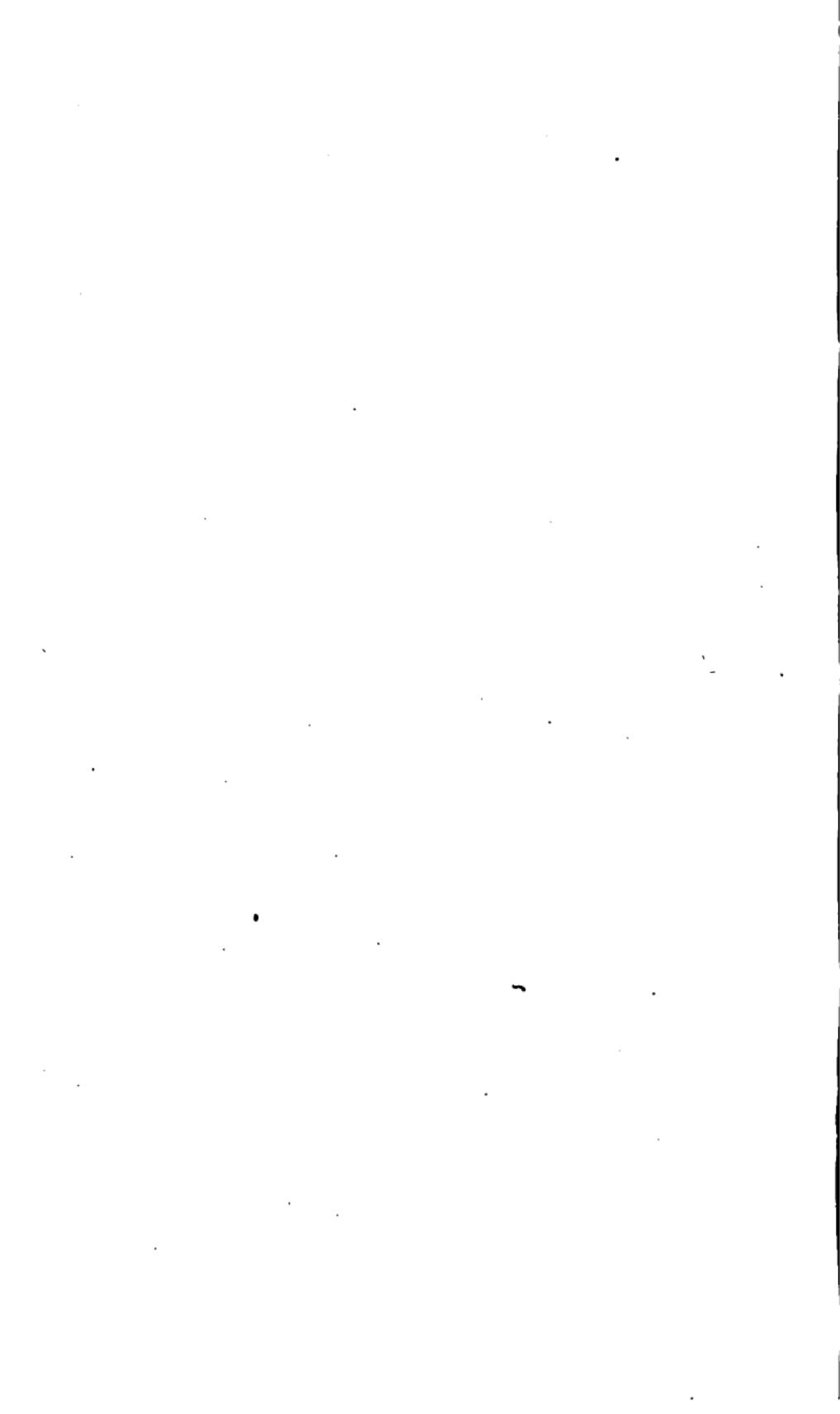




West Minster
Institution

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Open 8679



OXFORD
FRIENDLY INSTITUTION.

No. 4067. Established 1840.

COPY OF
RULES AND TABLES,
Revised 1854.

TRUSTEES.

J. S. BROWNING, Esq., ALDERMAN.

C. J. SADLER, Esq., ALDERMAN.

W. WALSH, Esq.

J. MORRELL, JUN., Esq., HIGH SHERIFF.

MEDICAL ATTENDANT.

T. J. S. FREEBORN, Esq., BROAD STREET.

DIRECTORS.

JOHN COX, ROBERT WICKS, JOHN VENABLES,
SAMUEL WRAY, JOHN GREEN.

AUDITORS.

JOSEPH BARNARD, JOHN WAIT.

SECRETARY.



OXFORD: PRINTED BY H. ALDEN,
1854.

All communications to the Registrar of Friendly Societies in England, relating to these Rules, should refer to the Register number on the Rules.

When alterations or amendments are made to the certified or registered Rules of a Friendly Society, two copies "*of the proposed alterations or amendments only,*" fairly written or printed, should be sent to the Registrar. Each copy should have the name, &c. of the Society and register number at the beginning ; be signed by three Members and the Secretary at the end, and be accompanied with an Affidavit or Declaration made before a Justice of the Peace that in making the Alterations (or Amendments) in the Rules, the Rules of the Society have been complied with.

The form of Affidavit or Declaration can be obtained upon application to the Registrar.



RULES, TABLES, &c.

RULE 1.—Any male person, from 20 to 35 years of age, residing within the boundaries of the Borough of Oxford, who is in good health, and is engaged in some employment or trade not dangerous or detrimental to health, is eligible to become a Member of this Institution. He must contribute to the Fund, according to the Tables and Rules hereinafter set forth, from which he will be entitled, when free, to receive relief in sickness or disability from accident, and for superannuation, in proportion to the amount of his contribution, together with Medical Attendance and medicines, in conformity with these Rules. He shall also be entitled to £10 at death, with the privilege of receiving one half of the same at the death of his wife, by sending a written application to the Secretary, within ten days afterwards: and no sum shall be paid on death without the production of such certificate of a Surgeon or Coroner, as provided for by 13 & 14 Vict. c. 115. s. 3.

Table of Monthly Contributions for Benefit in Sickness.

AGE.	To receive	To receive	To receive	To receive	To receive	To receive	To receive
	8s. per Week.	10s. per Week.	12s. per Week.	14s. per Week.	16s. per Week.	18s. per Week.	20s. per Week.
If under 25	s. d. 1 5	s. d. 1 7½	s. d. 1 10	s. d. 2 0½	s. d. 2 3	s. d. 2 5½	s. d. 2 8
33	1 6	1 9	1 11½	2 2½	2 5	2 8	2 10
41	1 7	1 10	2 1	2 4	2 7	2 10	3 1
43	1 8	1 11	2 2	2 5½	2 8½	3 0	3 3

The Contributions of Members must be paid up to the time of their death, and shall be deducted from the death money.

In addition to the monthly contributions, every Member shall pay ninepence upon the death of any other Member; and if the sum to be thereby collected shall not amount to

ten pounds, the deficiency shall be paid out of the Funds of the Institution. And upon the death of any Member's Wife, if the Widower signify to the Secretary within ten days thereafter, his desire to receive five pounds, every other member shall pay to such Widower sixpence; and upon such Widower's own death (being a member) every member at that time shall thereupon pay sixpence, in lieu of ninepence as above mentioned; and if the sum to be collected on either of the last mentioned occasions shall not amount to five pounds, the deficiency shall be paid out of the said Funds. But if the sum to be collected on any occasion shall exceed ten pounds, or five pounds, as the case may be, the surplus shall be added to the Society's Funds.

Provided that if the Funds of this Institution should at any time be reduced to one thousand pounds, the Secretary shall give immediate notice of such reduction to the Trustees. The Trustees shall at the next Annual Meeting make known that a higher scale of payments is required, and that the following scale of payments will be put in force on the next quarterly payment, and will continue in force until the Trustees consider it safe to return to the former scale.

AGE.	8s.		10s.		12s.		14s.		16s.		18s.		20s.	
	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.
If under 25	1	7½	2	0½	2	5	2	10	3	3	3	8	4	1
30	1	11	2	5	2	10	3	4	3	10	4	4	4	10
35	2	4	2	10	5	3	4	1½	4	8	5	3	5	9n

Any member shall be at liberty to reduce the amount of his contribution and sickness pay, providing the same be kept within the range of Tables and Rules, and shall also be allowed to increase the same in like manner, providing he be approved by the Medical Attendant of the Institution and the Directors.

2. Every person intending to become a member of this Institution, must obtain from the Secretary an order for the Medical Attendant of the Institution to examine him, which must be delivered at his house between the hours of 12.30 and 1.30; and if approved, the Medical Attendant will sign his certificate, which must be left with the Secretary on the following Friday night, between the hours of seven and nine. He must also appear before the Board of Directors at their

next monthly meeting, and produce a certificate of his birth if required, and answer the question sheet, and if accepted by them he shall immediately pay two shillings and sixpence entrance fee, and sixpence for a copy of the Rules. He must also sign the following Declaration.

“I, residing at _____ years of age, and that I follow the employment of a _____ and am not afflicted with any periodical complaint, or any disorder, and that my earnings are one fourth more than what I contribute to receive when afflicted, including any sum I may be entitled to receive from any fund or direct claim through my being afflicted; and also, that I will conform to and abide by all the Rules of this Institution, or submit to the penalties therein contained; and should it ever be proved that I have made any false statement in this Declaration, I will forfeit all claims on this Institution.”

“In witness hereof I have hereunto set my hand this day of _____ 18 _____”

Every person thus admitted will become a Free Member in six Calendar months from the first day of the month in which he appeared before the Directors, and his contributions shall commence from that date.

FORM OF ORDER FOR EXAMINATION.

To

*Sir, Please to examine the Bearer,
and certify if he is in good health, and fit to become a Member
of this Institution.*

Secretary.

FORM OF MEDICAL CERTIFICATE.

To the Directors of the Oxford Friendly Institution.

*I hereby certify that the bearer
is at the present time in good health, and I find nothing to
prevent his becoming a Member of your Institution.*

Medical Attendant.

3. When any member, through Sickness or Accident (not hereinafter excepted), is rendered incapable of following his daily occupation, and is desirous of receiving benefit, he shall send the following Declaration, signed by the Medical Attendant, to the Secretary, free of expense to the Institution.

FORM OF DECLARATION ON THE SICKNESS FUND.

"I, No. in the Books of the
OXFORD FRIENDLY INSTITUTION, residing at No.
being afflicted with do declare on the
Sickness Fund, this day of 18 ."

The Declaration on the Sickness Fund must be signed by the Medical Attendant before two o'clock, and received by the Secretary before eight o'clock in the evening, the member shall then be entitled to the Sick Allowance for that day; otherwise his pay will not commence until the following day. On the Declaration being delivered to the Secretary, he shall give the member, or person applying on his behalf, a visiting Sickness Paper.

The member shall send the Sickness Paper to the Secretary on the Friday following, between the hours of seven and nine in the evening, when he shall receive such benefit as he is entitled to, and on every subsequent Friday, until he declares off.

If any irregularity or departure from these Rules be discovered in the conduct of any member while receiving Sick-ness or Superannuation pay, the Secretary shall, upon receiv-ing information, give such member notice thereof, and direct him to attend [or send some one on his behalf] at the next monthly or Special Board of Directors, who shall hear the case, and decide agreeably to these Rules.

Should any Free Member, contributing for benefit in Sickness, be desirous of receiving medical advice and medicines without declaring on the Sickness Fund, he shall present his last receipt to the Medical Attendant of the Institution, who shall administer to him immediately.

4. When any member, receiving Sickness benefit, residing within the boundaries of the Borough of Oxford, is recovered, he must send by post or otherwise to the Secretary, the following declaration, signed by the Medical Attendant before he recommences his business, or he shall incur the penalties of Rule 8.

FORM OF DECLARATION OFF THE SICKNESS FUND.

*"I, a Member of the OXFORD
FRIENDLY INSTITUTION, residing at
feeling myself capable of following my employment, do declare
off the Sickness Fund after this day of
18 ."*

5. Every member residing within the boundary of the Borough of Oxford, shall, when afflicted, be attended by the Medical Attendant of the Institution, as often as the nature of his complaint requires, and shall be furnished with such medicines and attendance as may be necessary, free from any charge or expense to the member.

Members residing without the said boundaries, may on personal application to the Medical Attendant, receive advice and medicines free from any charge; or, if he employ the Medical Attendant of the Institution to visit him at his own expense, he shall in that case also be supplied with medicines free of expense.

Any member may employ his Family Doctor at his own expense, who must sign his Sickness paper as required of the Medical Attendant of the Institution, according to Rule 3. He must also permit the Medical Attendant of the Institution to visit him at such time and as often as he may think proper so to do.

6. No member, while receiving benefit in Sickness shall be allowed to go from his home without permission from the Medical Attendant of the Institution, written upon his Sickness Paper. Every Sick member, upon leaving his home, shall leave notice in writing where he is gone, at what time he went out, and when he intends to return, and shall not be from his home before eight o'clock in the morning, nor after eight o'clock in the evening, from the first day of May, till the last day of August, both inclusive, nor before nine o'clock in the morning, nor after sunset at any other time of the year, unless it shall be considered necessary by the Medical Attendant, and specially certified by him in his permission, and shall for every such offence forfeit one week's full pay.

If any member receiving benefit removes from one place of residence to another, he shall give notice thereof in writing to the Secretary of the Institution, within twenty-four hours of such removal, otherwise his sickness pay will be forfeited until such notice is sent to the Secretary.

When any member's complaint is such that his going into the country will be likely to restore his health, the Medical Attendant of the Institution may give him a permission in writing for such time as he may deem necessary; which permission shall be sent to the Secretary of the Institution before the member leaves home, with a Notice in writing of his intended place of abode. Should the member remain in the country longer than the time specified in the permission, he

shall at the expiration of that time send to the Secretary of the Institution a Medical Certificate of the continuation of his affliction, and in every respect conform to Rule 9.

7. No member shall be allowed any benefit in case of Sickness or accident arising from or brought on by the intemperate use of intoxicating drinks, followed by mental excitement, delirium tremens, or debauchery, or whose disability can be proved to have been occasioned by quarrelling, fighting (except in self-defence) or drunkenness, or by venereal disease, or by joining in any riot or tumult, or by being engaged in any other unlawful act; nor while receiving benefit from any other fund unless his interest in the same has been stated and agreed to by the Directors at the time of admission, or previous to the sickness or accident for which the benefit is claimed. Nor shall any money be paid on account of his death, should it be occasioned by any or either of the before-mentioned causes.

If the Secretary has paid any money in the form of, or as an allowance to or for any Member, and it shall afterwards be proved that the Member was not entitled to it, such sum or sume of money shall be refunded by the Member, his heirs or executors, within three months, or within such time as the Directors shall determine, from the time such Member, heirs or executors, shall have due notice thereof, as the case may be; and if not paid by the time directed, such Member shall be excluded from all benefits of the Institution, or such heirs, or executors shall be proceeded against in one of Her Majesty's Courts of Law, for the recovery of such sum or sums of money so paid.

8. If any Member shall be detected or proved to have been in a state of intoxication, or gaming, or frequenting a public house, or at work, or attending to business (except signing a receipt), or in any way imposing on or deceiving this Institution while receiving sickness pay, he shall be fined to the amount of three weeks' full sickness pay for the first offence, and if a second charge be proved against him, he shall be excluded from all benefits of this Institution.

9. When any afflicted member resides out of the boundary of the Borough of Oxford, he must send a Declaration according to the form annexed to Rule 3, free of expense, to the Secretary of the Institution, signed by the Medical Practitioner who attends him, and the Minister of the parish or place, or two respectable Householders residing in the neighbourhood, and also a Certificate, signed in like manner, every four weeks,

stating the continuance of his affliction. He shall send notice in what manner he wishes his money to be remitted to him (which shall be done at his own risk and expense), or he may authorize some person to receive it of the Secretary.

When he is recovered, and capable of following his daily occupation, he must send a Declaration according to the form annexed to Rule 4, and within fourteen days a Declaration made before one of Her Majesty's Justices of the Peace where such member resides, according to the following form; but if the member is visited, and the declaration be signed by the Medical Attendant of the Institution, the following declaration will not be required.

FORM OF DECLARATION.

"I, a Member of the Oxford Friendly Institution, do solemnly declare, that I was not able to follow my employment from the day I declared on the Sickness Fund, until the day I declared off; and that I have not imposed on this Institution, nor violated any of the Rules thereof.

"Sworn before me, one of Her Majesty's Justices of the Peace for the of the day of 18 ."

Every member neglecting to send the declaration before he re-commences his business or employment, or neglecting to send, (if required), the Declaration before a Justice, within fourteen days from the time he declares off, shall for the first offence be fined three weeks' full pay, and for the second offence be excluded.

All declarations on or off the sickness fund are to be allowed by the date of the post-mark, if legible, or if not, by the time they are received, and all Letters and Communications to the Secretary on the members' own affairs must be sent free of expense to the Institution.

10. No member shall receive more than six months' full pay at one time.

Should his inability to work continue longer than six months, he shall then receive half-pay for the next six months or during such continuance if less than six months.

At the expiration of the other six months, should the same inability to work from accident or sickness still continue, he shall then receive quarter-pay during the remainder of the time such inability shall continue.

But should any member who may have declared off the Fund declare on again within eighteen months, such case shall

be considered the same as a continuation of the affliction, excepting always in case of accident attended with fracture, when the member will be entitled to full pay as heretofore.

11. Should any member who contributes for benefit in sickness or accident either be impressed or enter into Her Majesty's army or navy, except the Militia or Coast Guard Volunteers, or become a policeman, if he give notice thereof at the house of the Secretary, he shall be suspended as a free member during such service. But should he be discharged in good health, and sound in body and limbs, he shall be reinstated on paying any arrears that remained at the time he went, provided he shall apply to and receive the approval of the Board of Directors within three months after the date of his discharge: nevertheless he shall not be entitled to any claim for sickness, accident, or death during such service, or that shall arise out of any thing that may happen to him therein.

GENERAL RULES.

PAYMENTS, REMOVALS, EXCLUSIONS.

12. All payments become due on the first day of March, June, September, and December in every year, and payable at the office of the Secretary, on any of the Friday nights, or on the last night in the above months, between the hours of seven and nine o'clock in the evening. Every member who has not paid his quarterly contribution and fines on or before the *second* Friday in the before-mentioned months, shall be fined three-pence, and the Secretary shall within seven days from such *second* Fridays, give all members in arrears notice thereof, and if they do not pay all arrears on or before the last day of the month, they will be excluded and forfeit all claims on this Institution; and if any Member shall have removed from one place of residence to another, and neglected to leave notice in writing at the house of the Secretary, and the Secretary cannot find him to give the required notice of his arrears, he will be excluded, as though notice had been given him.

13. Every Member excluded for default, may be reinstated on application to the Secretary, within three months from the date on which his contribution became due, by paying up all arrears and the entrance fee, if he be approved by the Directors.

Should any Member be committed to prison, he shall forfeit all claims on this Institution during his confinement; and if he wish his contribution suspended for that time, he must give notice thereof to the Secretary within ten days from the day of his committal; and in case he be convicted

for treason, sedition, fraud or felony, he shall be immediately expelled and forfeit all claims on this Institution; if any Member die in prison, before trial, the death money to be allowed as though he had not been in custody or confinement.

Should it be proved to the satisfaction of a majority of the Special Committee at a meeting assembled, that any Member has wilfully or intentionally made any false statement in his Declaration or Question Sheet, at the time of his admission, he shall be excluded from this Institution, and forfeit all claim thereon.

14. The Returns of the rate of sickness and mortality required by law to be sent by every Friendly Society at intervals of five years shall be sent to the Registrar of Friendly Societies in England, according to such Form as shall be prepared for that purpose by the said Registrar, under the direction of one of Her Majesty's principal Secretaries of State; and with every such Return shall be sent a Report of the Assets and Liabilities of such Society.

The Treasurers, Trustees, Stewards, or other principal officer of every such society, who by the Rules of such society are or is bound to prepare or cause to be prepared the yearly General Statement of the Funds and Effects of such society, shall be the persons who shall be respectively bound to make or cause to be made, and to send to the Registrar of Friendly Societies, the said returns of the rate of sickness and mortality, and the said report of the assets and liabilities of such Society; and every such person who shall refuse or wilfully neglect to make or cause to be made or to send the said returns of sickness or mortality, or the said report of the assets and liabilities of such Society, at the time and in the manner prescribed by the said Acts, or this Act, shall be liable to a penalty not exceeding the sum of Five Pounds, to be recovered with costs, before any two Justices of the Peace having jurisdiction where such Society shall have its place of meeting, and on non-payment thereof, the same, with reasonable costs of conviction, shall be levied by distress and sale of the goods and chattels of the offender or offenders by Warrant under the hand and seal of such Justices. (9 & 10 Vict. c. 27, s. 6.)

SUPERANNUATION.

15. When any Member contributing for benefit in sickness shall be afflicted with lameness, blindness, or any incurable disorder, and is incapable of obtaining his livelihood, he shall

upon the Certificate of the Medical Attendant, stating such to be the case, receive quarter pay so long as he is a Member, with medical attendance and medicines, and shall be allowed to do such work as he may be capable of, provided his earnings, together with his quarter pay, shall not exceed his sickness full pay. And such member shall pay only half his previous quarterly contribution.

Any member receiving pay agreeably to this Rule, residing within the boundaries of the Borough of Oxford, must attend at the house of the Secretary on the first Friday of every month, between the hours of 7 and 9 in the evening, if capable; and, if incapable of attending in person, must send a written notice, free of expense, stating such incapacity, and he shall be visited. But if residing beyond the said boundaries, he must send a Certificate, free of expense, signed by himself and the Minister of the parish or place, or two respectable Householders, every three months, stating his residence and state of health at that time.

Should any Superannuated Member recover from his affliction, and be capable of earning his livelihood, he shall be restored to receive full Sickness pay in accordance with the foregoing Rules, providing he pay his previous contribution, and continue off the Funds eighteen months.

COMPLAINTS.—REDRESS.

16. Should any member have a charge or complaint to make against any member or Officer of this Institution, for any thing done or neglected to be done, in relation thereto, the same shall be delivered in writing to the Secretary, who shall give notice to the member of such complaint, and the Complainant shall personally appear, or send some one on his behalf, before the next Monthly or Special Board after the delivery of such charge or complaint, and the Directors shall investigate and inquire into the same with all possible dispatch, and shall determine the matter fairly and justly according to these Rules.

17. Should any member, or Wife, or Child, or Children of any deceased Member, or his or her Executors, or Administrators, or other person or persons, claiming under any such member, have any charge or complaint to make against any Officer of this Institution, relating to the breach of any of these Rules, affecting him, her, or them, or for withholding any benefits from, or expelling any member from this Institution, or any other account whatever, the dissatisfied party

or parties upon giving ten days' notice in writing to the Secretary, may appeal to two or more of her Majesty's Justices of the Peace of the City of Oxford, who shall hear the case in dispute, and determine agreeably to these Rules, as provided for by the Statute, 10 Geo. IV, cap. 56, sec. 28.

The Directors, after receiving such notice, shall conduct the case on behalf of the Institution, and shall obtain legal assistance if so directed by the Special Committee. Should the decision be given in favour of the complainant, the expense shall be paid by the Institution; but if against the complainant, the expense shall be paid by the complaining party, and the Directors may sue for the same agreeable to the Statute aforesaid.

18. Should any Member residing within the boundaries of the Borough of Oxford, and not rendered incapable by affliction (which must be certified by the Medical Attendant of the Institution) refuse to attend any Meeting of the Directors, or any Committee, or to appear before the Magistrates after receiving a summons from the Secretary so to do, relating to any matter in dispute, or to answer any questions relating thereto, he shall be excluded from and forfeit all claims on this Institution, unless he can prove to the satisfaction of the majority of the Special Committee that his absence was unavoidable. Members residing beyond the said boundaries must send answers in writing to all questions that may be sent by order of the Directors or Special Committee in such cases, or they will be likewise excluded.

19. In order to preserve decorum in the meetings of this Institution, should any Member become quarrelsome, or refuse to be silent when called to order by the Chairman, at any Board, or General, or other Meeting, he shall for the first offence be fined sixpence, and for the second, be compelled to leave the room, and shall not be allowed to enter again during the continuance of such meeting.

FUNDS, BOOKS, DOCUMENTS.

20. There shall be kept a clear and distinct account of the funds in the Books and Reports of this Institution.

That a Book or Books be kept, in which all Monies received or paid on account of any particular Fund or Benefit for which the Rules of the Society provide shall be entered in a separate account, distinct from the monies received and paid on account of any other benefit or provision.

All Books, Documents, and Papers belonging to this Insti-

tution, after they have passed the Board of Directors, shall be open to the inspection of any Free Member, at any reasonable time, and any Officer refusing to show any book or books, papers, or documents to any Free Member applying to see them, or to the Magistrates (if required), shall, upon proof to the Special Committee, be dismissed from his office, unless satisfactory cause be shown why such book or books, papers or documents were withheld.

Should any Member or Officer, on obtaining possession of any money or monies, book or books, papers or documents, or other property of this Institution, withhold or wilfully destroy, deface, or injure the same, or apply the same to his own use or benefit, or fail to produce them when required or demanded, or intentionally injuring the Institution, on proof thereof before the Special Committee, such member or officer shall be excluded from this Institution, or be dismissed from office, as the case may be, and the Directors may proceed before the Magistrates agreeably to Statute 10 Geo. IV, cap. 56, for the recovery of any of the above named funds, books, papers, documents, or other property so withheld or misapplied.

MEDICAL ATTENDANT.

21. The Medical Attendant shall be appointed at a Special or General Meeting of Free Members ; he must be a Member of one of the Royal Colleges of Surgeons, and a qualified Apothecary ; he shall be required to attend all the afflicted members who reside within the boundaries of the Borough of Oxford who shall desire his services ; he shall attend all cases of illness, Surgical as well as Medical ; he shall give such attendance as each case requires, and must see each sick Member not less than three times a week, when such Member is receiving sickness pay, except when the sick Member employs his own Medical Attendant, and in such cases he must visit him once a week and sign his sickness paper ; he shall attend all cases of sudden or dangerous illness or accident with all possible speed, by night or by day, and render all requisite assistance.

He shall supply and deliver the necessary Medicines to *all* sick Members, within his district, who are receiving sickness pay and shall also supply all other Members applying for the same (the bottles in either case to be returned) ; but he shall not be required to supply Leeches, Trusses, or other expensive Appliances.

He shall sign the "Declaration on the sickness fund," the "sickness papers" on every visit, and the "Declaration off the sickness fund," of every Member within his district; he shall also carefully inspect every Candidate for admission into the Institution, and give every such Candidate whom he finds to be healthy a Certificate to that effect.

For his services, attendance, and medicines, he shall receive from the funds four shillings per annum for each member residing within the boundaries of the Borough of Oxford, and for all members residing within a circuit of three miles beyond such boundaries. He shall hold his office so long as he discharges his duties with fidelity and honor.

In case of his death, resignation, or dismissal, the Special Committee shall appoint a duly qualified Medical Practitioner as above described, to perform the required duties, till a Special or General Annual Meeting of Free Members shall elect a permanent Medical Attendant.

MANAGEMENT.

22. It being established as a first principle, that the power, authority, and control of this Institution and of its funds, shall always remain with the Members; they shall at the Annual General Meeting, depute or elect by ballot the prescribed number of Officers to perform the duties required by and in conformity with these rules.

The number of Directors shall be five; the Auditors two; the Special Committee, twelve; and the Visitors two.

The Directors, Auditors, and Special Committee shall hold Office for two years, and go out of Office in rotation, and shall be eligible for re-election.

The Directors, Auditors, and Special Committee, must be Free Members.

Notice of every candidate for office must be sent in writing to the Secretary four weeks previous to the election.

All vacancies that may have occurred during the year, shall then also in like manner be filled up; but should not a sufficient number of Candidates offer themselves, or the requisite number of Officers be elected by the Annual General Meeting, the Special Committee shall forthwith fill up such vacancy or vacancies, with duly qualified Free Member or Members, and such Member or Members so chosen, shall hold the respective office or offices, for the same period of time as though they had been elected by the Annual General Meeting.

Two Visitors shall be appointed annually, by the Special Committee in accordance with Rule 29.

DIRECTORS.

23. The Duties of the Directors shall be as follows :— They shall meet on the first Monday in every month, at the House of the Secretary, at such time as they shall deem necessary, as a Monthly Board of Directors to receive the Secretary's Monthly Report, and direct him in the affairs of the Institution ; to examine and decide on all Candidates for admission, to investigate all claims for benefits, and (if correct) order the payment thereof ; to hear and determine all complaints against members. (except in case of expulsion or charges against officers, which must be referred to the Special Committee); to see that the business of the Institution is properly conducted, and that the Funds are properly applied and invested. Pursuant to 13 and 14 Vict. c. 115, s. 12.

They shall meet on the second Monday in the months of January, April, July, and October, to inspect the balance sheet, previous to the Audits, and they shall countersign the same when audited and certified to be correct. Three of their number to form a quorum.

All payments of Bills and other expenses must be ordered by the Directors, if after investigation they are found to be reasonable and correct.

Every order for payment, and all other proceedings at a Monthly or Special Board of Directors, shall be distinctly entered in the minute book and signed by the officers then present.

In case of urgent business, there shall be a Special Meeting of Directors, upon a requisition of any three of them delivered to the Secretary, who shall summon such meeting to be held within three days after receiving the requisition, and a majority of their number shall decide the matter before them. They shall each receive ten shillings per year for their services.

Should any Director not attend to his duties for two successive months (except through illness) he shall thereby vacate his office, and shall not be re-elected during that year.

AUDITORS.

24. The duty of the Auditors is to meet at the house of the Secretary on the second Wednesday in the months of January, April, July, and October, in each year, to inspect the book-keeping, and compare the entries with the several vouchers and receipts, and the declarations on and off the Sickness Fund, and carefully examine the Quarterly Balance sheet, and if correct certify the same for the next Quarterly Meeting. On the second

Wednesday in January they shall also examine the Annual Balance Sheet and certify the same for the Annual Meeting, a true copy of which shall be sent to every Free Member by the Secretary, at least fourteen days previously to the Annual General Meeting ; and also a copy shall be placed in some conspicuous place in the Secretary's house.

Should either Auditor neglect to attend to the duties of his office for two consecutive quarters (except through illness), he shall vacate his office ; and, in case of illness, he shall give notice to the Secretary, who shall have the power to summon one of the Directors to assist in auditing the accounts. They shall receive 6s. each per year for their services.

SPECIAL COMMITTEE.

25. The Directors and Auditors in office for the time being, together with twelve Free Members, appointed as before directed, shall form the Special Committee, in whom is hereby vested the power of expelling Members (in conformity with these rules), of dismissing or suspending all Officers, Secretary, or the Medical Attendant, and of appointing others to the vacancy or vacancies caused by the death, removal, or suspension of any such officers, till the next Annual Meeting (always excepting such as are otherwise provided for by these rules), and of deciding all such accidental affairs as may happen, and are not otherwise provided for by these rules ; but no matter or thing shall be determined, ordered, or done at any such meeting, without the majority of the Members present, except in cases of expulsion, which must be carried by two-thirds ; providing also if the complaint or appeal be against any act or decision of the Directors, they shall not be allowed to vote in such cases.

They shall meet on the first Tuesday in January to elect Visitors for the ensuing year, in conformity with Rule 29.

The Secretary shall summon a Meeting of the Special Committee, to be held at his house or other convenient place, within three days from his receiving a requisition from any three of them, and the proceedings shall be duly entered with the minutes of this Institution, and signed by the Chairman of such Meeting.

TRUSTEES.

26. There shall be four Trustees of this Institution. All monies, goods, chattels, and effects whatever, and all securities for money, or other obligatory instruments and evidences,

or muniments, and all other effects whatever, and all rights and claims belonging to or had by this Institution, shall be vested in them for the use and benefit of the Institution, and the respective members thereof, their respective Executors and Administrators, according to their respective claims and interests, agreeably to the statute 10 Geo. IV, cap. 56; and upon the death or removal of either or any Trustee or Trustees, the whole of the before-mentioned interests shall vest in a succeeding Trustee or Trustees for the same estate and interest that the present Trustee or Trustees has or have therein, and subject to the same trusts, without any assignment or conveyance whatever, except the transfer of stock and securities in the Public Funds; and upon such death or removal of any or either Trustee or Trustees, and until the filling up of the vacancy as hereinafter directed, the whole of the before-mentioned interests shall for the time vest in the remaining Trustees, for all intents and purposes of the trusts appointed by this Rule. In all the provisions of these Rules, where the Trustees are appointed or empowered to act, and where not otherwise required by the before-mentioned statute, the same may be done by a majority, provided that all, or as many of them as may be at that time within fifty miles of Oxford, have been informed of and requested to act in such matter or thing.

When any vacancy shall occur by the death or removal of any Trustee, the Special Committee, convened for that purpose, shall (subject to the approval of a Special, General, or Annual Meeting) fill up such vacancy with a fit and proper person consenting to act in that office.

TREASURER.

27. The Directors shall appoint (subject to the approval of the Trustees) a competent person or persons to act as Treasurer or Treasurers to this Institution, in whose hands shall be deposited such sum or sums of money as may be ordered from time to time by the Directors, to meet the ordinary demands on the Institution, and shall be drawn by the Secretary when required by order from two Directors and cheque from one of the Trustees.

SECRETARY.

28. The Secretary shall give Bond to the Clerk of the Peace, with two securities, in the sum of fifty pounds each, agreeably to the statute 10 Geo. IV, cap. 56, s. 11, conditioned

against his withholding or misapplying, or wasting any of the funds, or other property of this Institution, or of his passing or paying, or countersigning any cheque or other document drawn for any other purpose than the just demands of the Institution, as directed by these Rules ; and for his paying the sum of twenty pounds into the Treasurer's hands so soon as he has received the amount of thirty pounds, or any other sum or sums of money ordered by the Directors. He shall perform the duties of his office punctually, and shall hold his office so long as he perform the duties thereof agreeably to these Rules, and the orders of the Directors.

In case of his death, resignation, or removal, the Special Committee shall immediately appoint a competent person to the situation, to act till a permanent Secretary be elected, which shall take place at a Special General Meeting of Members, convened for that purpose, within one month from that time.

His duties shall be, to admit Members, subject to the approval of the Directors and Medical Attendant, and to receive all payments from the Members, giving them a receipt for the same ; and to pay all such lawful demands on the Institution as may be ordered by the Board of Directors, taking a receipt for the same. He shall pay the money he receives from the Members into the Treasurer's hands, as soon as he shall have received to the amount of thirty pounds. He shall send every Member who neglects to pay his contributions, a notice thereof agreeably to Rule 12.

He shall, in the first week in January, April, July, and October, in every year, make out a Balance sheet of the receipts and expenditure for the past quarter, with the balances in the Treasurer's and Secretary's hands, and submit it to the Directors for their approval and signature, and afterwards lay the same, together with all books, vouchers, receipts, or documents relating thereto, before the Auditors for examination, and if correct, they will certify the same, and he shall countersign it when so audited.

He shall also, in the month of January in every year, make out the Annual Report and Balance Sheet, stating a general and particular account of all the Funds, of the receipts and expenditure for the past year, of all balances in hand, and of all monies owing to and by the Institution, which he shall submit to the Directors for their approval and signature previous to the Audit ; and at the time appointed he shall deliver

them to the Auditors, for examination, and countersign the same when certified by them to be correct.

He shall send every Free Member fourteen days' notice of the time and place of every Annual Meeting, and a copy of the Annual Report and Balance Sheet for the past year, with an alphabetical list of the names and residences of all Free Members annexed thereto, charging each member three-pence to defray the expense thereof. Also send a Balloting List containing the names and professions of all candidates for office, at the ensuing election. He shall give notice to all Members of every Special General Meeting called by the Trustees or Directors, or by a Requisition of Members, as directed by these Rules, and send therewith a copy of the Requisition, and place copies of the said Notice and Requisition in a conspicuous place in the Office.

He shall attend all Meetings of the Institution, and of its Committees, and the Monthly Meetings of Officers, and make his report thereto, and record correctly the names of the Officers present, and the minutes of the proceedings of all such Meetings.

He shall draw from the Treasurer such sum or sums of money as may be required and ordered from time to time for payment of the sick, &c. in accordance with Rule 27.

He shall, at every Monthly Board of Directors, render an account of all cheques which he may have had, that remain undrawn, and also of all monies remaining in his hands that may have been drawn and not expended.

He shall, within seven days after every Annual Meeting, forward to the Trustees a written statement, signed by himself, of the names, addresses, and professions of the Officers for the ensuing year, with a copy of the Annual Report and proceedings of the Annual Meeting.

He shall also make out a quinquennial return of the state of the Institution agreeably to law.

Should he neglect or refuse to do any of the duties attached to his office, or withhold or waste, or embezzle the funds, destroy or waste any of the books, vouchers, documents, or papers, or any other property of this Institution, in his charge, custody, or power, the Special Committee may dismiss him, and appoint some competent person to perform his duties until a permanent Secretary is appointed; and he shall have notice thereof in writing (signed by the Chairman) of such dismissal within three days, such notice to be left at his last

or usual place of residence; and he shall immediately surrender to the Directors all funds, books, vouchers, documents, and every other property of the Institution which he may have or hold by virtue of his office as Secretary.

He shall for his services receive one shilling per annum for every member, and the proceeds of the defaulters' notices, which shall be printed at his own expense.

VISITORS.

29. The Special Committee shall appoint two Members of the Institution, whose duty it shall be to visit all sick Members within the Boundaries of the Borough of Oxford, who shall be receiving benefit from the sickness fund. They shall visit every sick Member in their district at least twice in each week (except in contagious disorders) and sign their names on the back of the sickness paper, and observe the attention of the Medical Attendant, and the neglect or obedience of the sick Member, in conformity with these rules. They may act together in any case that appears to them to require such attention, or when ordered to do so by the Directors; they shall make a report to the Secretary every Monday and Friday, between the hours of 7 and 9 in the evening, and receive from him the names of Members who may have declared on or off the Sickness Fund; should the Visitor observe any breach of the Rules by any Sick Member, he shall give immediate notice thereof in writing to the Secretary (under the immediate forfeiture of office), and shall appear at the next Monthly or Special Board of Directors to support the charge so made by him. The visiting to be divided into two districts, the particular district to be allotted to each Visitor by the Directors.

They shall, on receiving notice thereof in writing from the Secretary, attend any Monthly or Special Board of Directors, or any Meeting of the Special Committee, or before the Magistrates, or any other Special or General Meeting whatsoever; and in default thereof, they shall be fined 2s. 6d. in every such case of neglect. They shall be at liberty to visit the sick for each other, but each one responsible for his own district.

Superannuated Members to be visited monthly.

In case of illness of either Visitor, he must send a notice thereof to the Secretary, and such Visitor shall then become suspended from his duties till he be restored to health, and the Directors shall immediately appoint another Free Member

to visit the sick during the affliction of the said Visitor, and the Member so appointed shall for his services receive a just proportion of the Sick Visitor's salary, the same to be determined by the Directors. If either Visitor be dismissed from his office, he shall forfeit the whole of that quarter's salary. Candidates for the office of Visitor must give notice in writing to the Secretary, on or before the first day in December in each Year, and the Special Committee will proceed to elect them on the first Tuesday in the month of January, so that their names may appear in the Annual Report. Should there be no Candidates for the office of Visitor, or should the Candidates be considered incompetent by the Special Committee, they may elect one or more Members to fill up the vacancy. Their salary shall be two Pounds ten Shillings each per annum, payable quarterly.

MEETINGS OF MEMBERS.

30. There shall be a Quarterly Meeting of Members, on the third Monday in the months of April, July, and October, in each year, to receive the Secretary's Report, and confirm the proceedings of the past quarter.

There shall be an Annual General Meeting of Members on the second Monday in February in every year, to receive and confirm the Annual Report, and to depute and elect Directors, Auditors, and Special Committee for the year ensuing, agreeably to Rule 22, and to transact all business necessary to be done by such General Meeting.

A Special General Meeting of Free Members may be convened, or the Annual Meeting may be made Special, when and as often as the majority of the Directors by their minutes, or a majority of Trustees, in writing, under their hands may so direct, or on a requisition of twelve Free Members, stating the purposes for which such Special Meeting is to be called, or such Annual Meeting made Special.

Every Special General Meeting required as before directed in this Rule, shall be summoned by the Secretary within seven days from his receiving the said Requisition, at the Office of the Institution, or the Directors, Trustees, or Special Committee, in writing have so directed; and such Meeting shall be summoned and held within one month from the time the Secretary received such requisition or direction.

Should the Special General Meeting of Members be called by a Requisition of Members, and the objects for which such Meeting is called be deemed frivolous and vexatious, the Requi-

sitionists shall pay the expense of such Meeting, or be suspended from all the benefits of the Institution, until such expenses are paid. But if the objects of such Requisition be carried into effect, the expense shall be paid from the funds of this Institution.

Every Member intending to propose any resolution, motion, or alteration of Rules, at any Annual or Special General Meeting of members, must send a copy thereof to the Office of the Institution fourteen days previously to such Meeting.

A copy of every motion, resolution, or alteration of the Rules, intending to be proposed by the Directors, Auditors, or Special Committee, at any General Meeting, and a copy of every Notice received from Members of any intended motion, proposition, or alteration of Rules, shall be placed in the Office at least fourteen days previous to such Meeting, for the inspection of every Member.

If, at any Annual or Special General Meeting of Members, the Directors, Auditors, Special Committee, or any Member, shall have given notice of any motion, resolution, proposition, or alteration of any Rule or Rules, it shall be lawful for any Member, at such meeting, to move such amendment thereto as he shall think necessary for the better accomplishing the object proposed.

Every Annual or Special General Meeting of Members shall be held, the chair taken, and business commence, at eight o'clock in the evening. One of the Trustees, if present, shall preside, or, in their absence, one of the Directors.

No General Meeting shall continue after twelve o'clock, unless it shall appear to the Chairman that the business before the meeting will occupy but a short time longer. But if it should appear to the Chairman that the business cannot be conveniently gone through on that evening, such meeting may be adjourned to another evening; but no new business shall be brought forward at any such adjourned meeting.

31. In order to prevent the possibility of any Officer setting aside any General Meeting of Free Members, if the Secretary shall fail to call any of the Meetings as before directed, the Members requiring the same may call it by inserting notice thereof in the Oxford Papers, and the Meeting held in consequence thereof shall be as good and valid as though called by the Secretary, who, for such neglect, and every Director and Auditor aiding and abetting him therein, shall be rendered incapable of ever holding any office in the Institution; and the said meeting shall immediately dismiss him or them from

his or their situations, and depute a committee to take possession of all the books and other effects of the Institution in his or their possession, and to retain them until another Secretary, or Secretary and Officers shall be appointed.

That in case of any alteration in the place of meeting, or dissolution of this Society, notice shall be sent to the Registrar of Friendly Societies in England, seven days before or after such removal or dissolution, signed by the Secretary or other principal officer, and also by three or more of the Members of the said Society.

FORM OF ELECTING AND VOTING.

32. The Medical Attendant, Secretary, Directors, Auditors, and Special Committee, shall be appointed or elected by ballot. When the balloting is about to commence, two Members and two Directors shall be appointed Scrutineers.

Every member who votes shall, in the presence of the Chairman, put his balloting list folded up into the balloting box, and the Secretary shall check the name of the member so voting.

The ballot shall be open one hour, unless the members present shall have voted in less time, when the ballot shall close.

As soon as the balloting is closed, the Scrutineers shall cast up the number of votes, and report the same in writing to the Chairman, who shall announce the same to the Meeting.

Should the number of votes for two or more Candidates be equal, lots shall be prepared by the Scrutineers, and drawn by the Chairman.

Members must be careful not to lose or mislay their balloting lists, as they cannot have a new one on any pretence whatever.

All questions at the General or Quarterly Meetings shall be decided by a show of hands; but should it appear doubtful to the Chairman, or any three Members, on which side the majority is, he or they may demand a division, and the Chairman shall appoint Tellers, whose report shall be conclusive.

AMENDMENT OF RULES.

33. No repeal, alteration, or amendment of, or addition to these Rules shall be made, but at an Annual or Special General Meeting of Free Members, convened by public notice, in pursuance of a Requisition for that purpose, pursuant to 10 Geo. IV. cap. 56. sect. 9.; which Requisition

and Notice shall be placed in a conspicuous place of the Secretary's house, so as to be seen by each Member on the last Friday in the month, previous to such General Meeting; and no such repeal, alteration, amendment, or addition, shall be made without the concurrence and approbation of three-fourths of the Members then and there present.

When and as often as any amendment, alteration, or addition is made and confirmed, the meeting shall appoint six Members, (not Directors or Auditors,) who shall exist as a Committee to watch over the same, to prevent alteration, until they are enrolled and printed.

Whenever any new Rule, or alteration thereof, shall have been made and passed as aforesaid, the Directors shall forward them to the Trustees for their approbation, and, if sanctioned by them, shall get them enrolled and printed forthwith.

The price of these Rules to the Members shall not exceed sixpence.

34. If on making or passing any new Rule, or alteration thereof, in the manner and form hereinbefore mentioned, the same shall be afterwards altered or amended, or any part thereof erased, by the Trustees, or Barrister, and such alteration, amendment, or omission, shall destroy the true intent, spirit, and meaning thereof, then the Directors for the time being, or the six Members, or a majority thereof, chosen as in Rule 33, shall call a Special Meeting of the Members forthwith, and lay the alterations, amendments, or omissions, as the case may be, before such Meeting, that the purport and effect thereof may be taken into consideration forthwith, and measures adopted accordingly.

35. These Rules and Tables shall be binding on all parties; and every person shall sign the Declaration at the time of admission, declaring his consent to abide by them, or suffer the penalties herein mentioned; and that every Member may be well acquainted with them, they shall be furnished with a copy at the time of admission, paying for the same sixpence.

Members paying in for sums of money at death, according to the old Tables and Rules 13, 14, 15, 16, & 17, shall be paid the value of their interest therein as agreed, and such Tables and Rules shall be hereafter abolished.

APPLICATION OF FUNDS.

36. That all money arising from contributions or otherwise shall be applied for the purposes in these Rules mentioned,

*I hereby certify that these alterations of Rules are
in conformity to Law, and to the provisions of the
Statutes in force relating to Friendly Societies.*

JOHN TIDD PRATT,

The Registrar of Friendly Societies in England.

June 14th, 1854.

The Forms referred to in 13 & 14 Vict. cap. 115, s. 3.

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**FORM OF MEDICAL CERTIFICATE.**

I hereby certify that \_\_\_\_\_, late of  
\_\_\_\_\_, Street, died the \_\_\_\_\_ day of  
\_\_\_\_\_, and I have no reason to attribute his  
death to Poison, Violence, or Criminal Neglect.

*Signed,* A. B.

*Profession.*

*Residence.*

\_\_\_\_\_, day of \_\_\_\_\_

\_\_\_\_\_

**FORM OF CORONER'S CERTIFICATE.**

I hereby certify that I have held an inquest on the body of  
\_\_\_\_\_, late of \_\_\_\_\_, who  
was found dead, and the Jury have returned the following Verdict

And it does not appear to me that he has been deprived of  
life by means of any person beneficially interested in obtaining  
Burial Money from any Society.

\_\_\_\_\_, day of \_\_\_\_\_

A. B., *Coroner.*

